



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

FIN INV & FORECASTING PROG TECHN I

Job Number: 20001768

Job Code: 94480V150916

Job Group: 9400 - BUDGET AND FINANCIAL MANAGEMENT

Job Established: 07/01/1988

Job Revised: 05/16/2008

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs entry level work in economic analysis of factors that affect the investment and debt management climate in which state funds may be utilized. Participates in the development of programs with senior staff to maximize returns for invested funds. Learns to assist in the maintenance of forecasting models for predicting incoming revenue; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in economics, business administration, mathematics, public finance, accounting or a related field.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Receives training in performing computer analysis of possible investments for placing state funds for capital enhancement. Provides support to senior staff in developing bond issues for later sale in order to raise capital for program use. Learns to evaluate current state of the art computer software. Learns to read and understand the results of output from standard economic forecasting models. Learns and practices standard economic techniques and uses statistical tools such as regressions. Becomes familiar with statutory restrictions and administrative regulations governing the investment and debt management programs. Reviews legislation looking for potential impact on the debt management and investment programs of the Commonwealth. Provides support to senior staff with policy analysis and management review with respect to forecasting and investments. Analyzes current economic conditions as well as predicted trends in order to assess impact with respect to both short term and long term revenue receipts.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.